

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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## Job Posting

**Job Title:** Dental Hygienist (Part-Time: 24 hours a week)  
**Department:** Health Department  
**Reports To:** Dentist/Assistant Health Director  
**Status:** Non-Exempt  
**Salary Range:** \$19.34 - \$25.24 per hr. / (\$40,217 - \$52,217) Annual  
**Level:** 6  
**Open:** 1/21/2011  
**Close:** 3/11/2011

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### SUMMARY

Perform and assist with dental procedures, maintain equipment, perform laboratory procedures, x-rays and provide direct patient care, under supervision of a licensed dentist.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops and implements individualized dental care plans for patients; performs patient education, discharge planning, and patient/family teaching under the supervision of a qualified dentist.
- Assesses dental condition and needs of patient; uses patient screening procedures, to include medical history review, dental charting, and periodontal charting; takes patient vital signs as required.
- Delivers direct patient care to patients as assigned, using established dental hygienist procedures; performs routine treatment procedures, such as cleaning, polishing, x-rays, application of sealants and fluorides, and related procedures.
- Documents dental history or chief complaint; records and reports pertinent observations and patient reactions to dental staff, as appropriate; documents lab procedures and ensures follow up on results.
- Assists with or institutes emergency measures for sudden adverse developments during treatment of patients.
- Assists in preparation of patient care areas, and in the patient admission, transfer, and discharge process, as required; prepares reports and assists as required with patient reception, telephone calls, routine triage, and other office duties.
- Performs miscellaneous job-related duties as assigned.

### EDUCATION AND EXPERIENCE

Must be a registered, licensed dental hygienist in the State of Michigan, and have high school diploma or equivalent.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Able to establishing and maintaining effective working relationships with patients, health staff, and the public.
- Ability to maintain quality control standards

- Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
- Ability to independently assess the nature and extent of dental, periodontic, and associated conditions and pathology in dental outpatients.
- Knowledge of patient screening, charting, and medical history procedures and documentation.
- Ability to communicate technical information to non-technical personnel.
- Ability to perform a full range of established dental hygienist protocol and procedures
- Ability to analyze medical records and prescribed protocol to formulate effective therapeutic treatment plans.
- Knowledge and understanding of dental surgery and associated procedures, terminology, and techniques.
- Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
- Able to sustain moderate physical activity. Requires handling of average-weight objects up to 25 pounds and standing and/or walking for up to eight hours a day.
- Ability to work with body fluids, including blood.

#### **COMMENTS**

Indian Preference will apply. Individual must be able to pass a criminal background investigation.